

# **Department of Labor**

## **Functional Analysis & Records Disposition Authority**

**Presented to the  
State Records Commission  
October 25, 2000**

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# **Functional and Organizational Analysis of the Department of Labor**

## **Sources of Information**

### **Representatives of the Department of Labor**

C. A. Henley, Jr., Assistant Commissioner of Labor

Peggie Fryer, Office Manager

Renee Easterling, Executive Secretary to the Commissioner

Code of Alabama 1975, Sections 25-3-1 through 25-3-5; Sections 25-7-1 through 25-7-16

Code of Alabama 1975, Sections 41-20-1 through 41-20-16 (Sunset Law)

Code of Alabama 1975, Sections 41-22-1 through 41-22-27 (Administrative Procedures Act)

Alabama Government Manual (1998)

Audit Report of the Department of Labor

Government Records Division, Department of Labor records retention schedules

Government Records Division, State Agency Files (1945-ongoing)

Occupational Health and Safety Act, PL 91-596

## **Historical Context**

The original Department of Labor was created in 1935 (Acts 1935, No. 433, Sec.3). Its authorized duties were to administer all laws relating to hours of work, child labor, employer and employee relations, and working conditions, and to promote the voluntary arbitration, mediation, and conciliation of disputes between employers and employees. Furthermore, the department was authorized to establish and operate free public employment offices. In 1939, the Legislature abolished the department, along with several other state agencies, and transferred their duties to the Department of Industrial Relations (Acts 1939, No.161). The Legislature re-created the Department of Labor in 1943 (Acts 1943, No. 298). Its current duties are to promote the peaceful and voluntary settlement of labor disputes and to assist in the collection of data and reporting for the federal Occupational Safety and Health Act.

## **Agency Organization**

The department is under the supervision of an officer known as the commissioner of labor. The commissioner is serves at the pleasure of the governor. An assistant commissioner is appointed by the governor to aid the commissioner in the operations of the department. The department also appoints necessary personnel through the state merit system. An organizational chart is attached.

## Agency Function and Subfunctions

The mandated function of the Department of Labor is to promote the voluntary and peaceful settlement of labor disputes and to enforce the Code of Alabama, Sections 25-7-1 through 25-7-54, which deals with labor unions and labor relations in the state. The department is one of the agencies primarily involved in carrying out the Public Advocacy function of Alabama government. In the performance of its mandated function, the Department of Labor may engage in the following subfunctions:

- **Investigating and Mediating Labor Disputes.** The Code of Alabama, Section 25-3-3 (b), authorizes the commissioner of labor to investigate labor disputes and to promote the peaceful and voluntary adjustment and settlement of disputes through mediation and conciliation. The Code of Alabama, Section 25-3-4, authorizes the department to investigate and attempt to equitably adjust controversies in respect to wage claims or alleged wage claims from individuals and organizations. The Code of Alabama, Section 25-3-3 (d), requires the commissioner of labor to make available to any board of mediation, as appointed by the governor, all data and information relevant or pertinent to any matter the board may consider. The department maintains a working relationship with the Federal Mediation and Conciliation Service (FMCS) and assists that office in settling labor disputes by providing information to the federal agency.
- **Receiving and Filing Labor Organization Reports.** The Code of Alabama, Section 25-7-5, requires each labor organization in the state to file a copy of its constitution and by-laws with the department. Any labor organization with 25 or more members is also required to file an annual report to the department that describes the organization's structure, membership, and financial expenditures for the last year. The department indexes and files the reports and makes them available to the governor for review.
- **Administering Federal Occupational Safety and Health Statistical Programs.** In accordance with the Occupational Safety and Health Act (PL 91-596) and with the aid of grants from the U.S. Department of Labor, Bureau of Labor Statistics (BLS) and Occupational Safety and Health Administration (OSHA), the department compiles statistics on occupational safety and health in the state. The data is gathered by the department and sent to the federal agencies for their annual surveys. The BLS and OSHA survey forms are mailed out to the selected employers. Summary information on the number of injuries and illnesses by type of case is copied directly from employer logs. The forms are sent back to the department which then verifies the data and enters it into the database, which is connected a database in Washington DC. The federal agencies assemble the data into their national surveys for publication. A separate survey is conducted by the BLS and OSHA. This information allows labor and management, the federal government, and the states to evaluate on the job injuries and workplace safety. The department periodically publishes a summation of the statistical data for the state based on this research.

Since 1992 the department has received grant funding from the BLS to collect data and information for the Census of Fatal Occupational Injuries (CFOI). This is in addition to the BLS/OSHA annual survey information. The department collects data concerning occupational related fatalities and enters it into a database connected to Washington DC. Each case cited must be accompanied by two documents that verify the fatality was work related.

- **Promoting Labor-Management Relations.** In an effort to bring together leaders of labor, management, education, and government in promoting positive labor-management cooperation, the department is responsible for planning and conducting the annual Alabama Governor's Labor-Management Conference. The annual conference features programs and activities designed to encourage and promote a climate in which labor and management may cooperate and communicate in dealing with their problems.
- **Administering Internal Operations.** A significant portion of the department's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

**Managing the Agency:** Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, lobbying, tracking), publicizing and providing information, managing records, and managing information systems and technology.

**Managing Finances:** Activities include budgeting (preparing and reviewing a budget package, submitting the budget package to the state or local department of finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; assisting in the audit process; investing; and issuing bonds.

**Managing Human Resources:** Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees, such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, promoting, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and disciplining.

**Managing Properties, Facilities, and Resources:** Activities include: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing security for property owned by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

**Completed: August 2000**

**Attachment: Organizational Chart**

# Analysis of Record Keeping System and Records Appraisal of the Department of Labor

## Agency Record Keeping System

The Department of Labor operates a hybrid record keeping system composed of paper and electronic records.

**Paper-based Systems:** The department maintains most of its records in paper form.

**Computer Systems:** The Department of Labor operates with Windows 98 on the desktops and is connected to the state's wide area network (WAN) and a WAN operated by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). The department operates three databases that are connected to the BLS and OSHA. The data is entered into the databases at the department and is shared with the federal computers in Washington D.C.

## Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Department of Labor: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered their active life and disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the Department of Labor are discussed below.

- **Dispute Notices.** The dispute notice (FMCS Form F-7) is a federal form that must be submitted to the Federal Mediation and Conciliation Service (FMCS) by either side of a labor dispute thirty days prior to contract expiration when a collective bargaining agreement has not been reached. Information on the form includes the employer's name, address, telephone number, and contact person; the union's name, address, telephone number and contact person; the affected establishment; location and type of negotiations; number and types of employees covered by the contract; type of industry; and the party who filed the report. This form should be retained for 2 years after settlement of the dispute.
- **Wage Claims Files.** These forms are used to initiate contact with the employer and to begin mediation efforts to collect the employee's wages. The information contained in the form is obtained from the individual who alleges that he or she has not been paid wages for hours worked. The form includes the wage claimant's name and personal information; the date the claimant stopped working for the employer and why; the wage amount being claimed; a report of final disposition and date the claim was filed. Any correspondence that is generated is attached to the form. This information is then handed over to the appointed mediating body. The Code of Alabama, Section 6-2-39, states that, "all actions for the recovery of

wages. . . must be commenced within one year.” Therefore, the recommended retention for these forms is 1 year after the date received. Information from these forms is summarized in the department's annual report.

- **BLS Annual Survey Forms.** This form provides the statistical data kept by the department for the US Department of Labor, Bureau of Labor Statistics (BLS), for its annual Occupational Safety and Health Survey. Summary information on the number of injuries and illnesses by type of case is copied directly from employer logs and entered in part 1 of the form. Part 1 also contains questions about the number of employee hours worked (needed in the calculation of incidence rates), the reporting unit's principal products or activity, and average employment to insure that the establishment is classified in the correct industry and employment-size class. Part 2 of the form requests detailed information on the worker and the injury or illness incident that resulted in the employee being away from work. The information contained in this form is of a highly sensitive nature and is restricted to only personnel of the department and the BLS. The information in the form is then sent to the BLS and housed in its database. According to federal regulation, these forms are to be kept by the department for 5 years.
- **OSHA Annual Survey Forms.** This is a similar survey kept by the Occupational Safety and Health Administration (OSHA). Because the information kept by the BLS is restricted to BLS personnel, OSHA keeps its own version of the data in a scaled down format. The procedures for collecting and managing the data are similar to the BLS survey. Federal regulation dictates that these forms are to be retained for 1 year.
- **CFOI Source Documents.** These documents are part of the BLS Census of Fatal Occupational Injuries (CFOI) program. When an occupational fatality is reported, the BLS requires 2 separate documents that verify the fatality was job related. These can include death certificates, coroners report, state workers compensation records, news media accounts, etc. The BLS requires that these records be retained for 5 years.

**II. Permanent Records.** The Government Records Division recommends the following records as permanent.

### **Investigating and Mediating Labor Disputes**

Permanent records providing summary information of this subfunction are found in the annual reports and commissioner's files as described in the Administering Internal Operations section.

### **Receiving and Filing Labor Organization Reports**

- **Labor Organization Annual Reports.** The reports are composed of two forms. Form “A” lists basic information about the organization, such as name; location of principal office and



its office in Alabama; the names, addresses, salaries and other fees of its officers and business agents; the election date of the officers; the officers' names and the names of paid members. Form "B" contains a financial statement of all fees levied and received by the organization, an itemized list of all disbursements of the organization, and a complete statement of all property owned. The Code of Alabama, Section 25-7-5 (c) requires these reports to be "made available by the Commissioner of Labor in his office to the Governor for examination." These reports constitute a significant record of labor organization activity in the state since 1945, when the reports were first required, and should be retained permanently by the department. (RDA page 3-2)

In the May 25, 1944, Supreme Court of Alabama ruling, *Alabama State Federation of Labor v. McAdory*, the Labor Organization Annual reports were restricted from public access. (AL. State Federation of Labor v. McAdory, 18 So.2d 810).

### **Administering Federal Occupational Safety and Health Statistical Programs**

- **CFOI Press Releases.** This series consists of statements or announcements concerning the release of data from the Census of Fatal Occupational Injuries (CFOI) issued for distribution to the news media and the public. Included may be copies of news releases, published articles, photographs, typescripts of broadcast announcements, and other reference materials used to create the news release. This information describes an important feature of the department's activities and should be retained permanently. (RDA page 3-3)(**Bibliographic Title: Press Releases From the Census of Fatal Occupational Injuries**)
- **Informational Publications.** The department periodically publishes the state's statistics from the CFOI and the annual occupational safety and health surveys as handbooks for the public. This is a record of occupational safety and health injuries and deaths for the entire state and should be retained permanently. (RDA page 3-3)(**Bibliographic Title: Informational and Promotional Publications**)

### **Promoting Labor-Management Relations**

- **Conference Highlight Booklet.** This book is the record of the annual labor-management conference. It contains the schedule of events and activities of the conference as well as photographic highlights and a list of organizers, sponsors, and attendees and should be retained permanently. (RDA page 3-3)(**Bibliographic Title: Conference Highlight Book**)

### **Administering Internal Operations**

- **Commissioner's Administrative Files.** The Code of Alabama, Section 25-3-3 (c), requires the commissioner of labor to keep a permanent record of his or her official acts and proceedings. These records include correspondence with state officials, legal/advisory opinion correspondence, correspondence between the department and other state and federal

agencies. These records document the department's policies and procedures and the department's interaction with other agencies. (RDA page 3-4)(**Bibliographic Title: Commissioner's Administrative Files**)

- **Annual Reports.** The Code of Alabama, Section 25-3-3 (c), requires the department to make an annual report to the governor detailing the accomplishments and activities of the department during the preceding fiscal year. Annual reports provide the best summary information about the department and its function. (RDA page 3-4)(**Bibliographic Title: Annual Reports**)

**Completed: August 2000**

## **Permanent Records List Department of Labor**

### **Receiving and Filing Labor Organization Reports**

- \*1. Labor Organizations Annual Reports

### **Administering Federal Occupational Safety and Health Statistical Program**

- 1. CFOI Press Releases
- 3. Informational Publications

### **Promoting Labor-Management Relations**

- 1. Conference Highlight Booklet

### **Administering Internal Operations**

- 1. Commissioner's Administrative Files
- 2. Department's Annual Report

\* indicates records that ADAH anticipates will remain in the care and custody of the creating agency. ADAH staff if available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

## **Department of Labor Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the staff of the Department of Labor. The RDA lists records created and maintained by the Department of Labor in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for Department of Labor to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under the Code of Alabama 1975, Section 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

### **Explanation of Records Requirements**

- This RDA supersedes any previous records disposition schedules governing the retention of the Department of Labor's records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain other records-related materials need not be retained as records under the disposition requirements in this RDA. They may be disposed of, without notice of destruction, in

whatever way the agency determines best. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationary, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records which are temporary records created for short-term internal purposes that may include, *but are not limited to*: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about department social activities, such as a note to a group going to lunch.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Department of Labor and lists the groups of records created and/or maintained by the department as a result of activities and transactions performed in carrying out these subfunctions. The department may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

### **■ Investigating and Mediating Labor Disputes**

Dispute Notices

Disposition: Temporary Record. Retain for 2 years after settlement of the dispute.

Wage Claims Files

Disposition: Temporary Record. Retain for 2 years.

### **■ Receiving and Filing Labor Organization Reports**

LABOR ORGANIZATIONS ANNUAL REPORTS

Disposition: PERMANENT RECORD.

### **■ Administering Federal Occupational Safety and Health Statistical Programs**

BLS Annual Survey Form

Disposition: Temporary Record. Retain for 5 years.

BLS Corrected Error Printouts

Disposition: Temporary Record. Retain for 5 years.

BLS Manual

Disposition: Temporary Record. Retain until superceded.

BLS Database

Disposition: Temporary Record. Retain for useful life.

OSHA Annual Survey Forms

Disposition: Temporary Record. Retain for 1 year.

OSHA Corrected Error Printouts

Disposition: Temporary Record. Retain for 1 year.

OSHA Manual

Disposition: Temporary Record. Retain until superceded.

BLS Annual Survey Statistical Tables

Disposition: Temporary Record. Retain for 5 years.

CFOI Source Documents

Disposition: Temporary Record. Retain for 5 years.

CFOI PRESS RELEASES

Disposition: PERMANENT RECORD.

INFORMATIONAL PUBLICATIONS

Disposition: PERMANENT RECORD.

Address Files

Disposition: Temporary Record. Retain for useful life.

## ■ **Promoting Labor-Management Relations**

CONFERENCE HIGHLIGHT BOOK

Disposition: PERMANENT RECORD.

## ■ **Administering Internal Operations**

### **Managing the Agency:**

COMMISSIONER'S ADMINISTRATIVE FILES

Disposition: PERMANENT RECORD.

DEPARTMENT'S ANNUAL REPORT

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which records were created.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Department Appointment Letters

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the term expires.

Official Bonds and Oaths

Disposition: Temporary Record. Retain for duration of office-holder's tenure.

Telephone Logs

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Calendars

Disposition: Temporary Record. Retain 1 year.

Legislative Files (drafts of proposed department-sponsored legislation)

Disposition: Temporary Record. Retain for useful life.

Legislative Tracking Files

Disposition: Temporary Record. Retain for useful life.

Legal Case Files

Disposition: Temporary Record. Retain 6 years after the case is closed.

**Mailing Lists**

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the department's approved RDA (copies of transmittal forms to the Archives and the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission.)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Copy of Approved RDA**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA was superseded.

Computer Systems Documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions, Y2K records)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated into a new system.

**Managing Finances:**

Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance.

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products.

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions, such as journals, registers, and ledgers, and records of funds deposited outside the state treasury, including bank statements, deposit slips, cancelled checks, etc.

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries.

Disposition: Temporary Record. Retain 3 years after the fiscal year in which the records were created.



Records documenting contracts for services or personal property.

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses.

Disposition: Temporary Record. Retain in office (Code of Alabama 1975, Section 41-16-24)

Audit Reports

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created

### **Managing Human Resources:**

Position Classification Files

Disposition: Temporary Record. Retain 4 years after position is reclassified.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

Records documenting an employee's work history, generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting employees' daily and weekly work schedules

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting sick leave donations

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting final leave status (cumulative leave)

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Employee Flexible Benefits Plan Files

Disposition: Temporary Record. General information - Retain until superseded.

Other (applications, correspondence) - 6 years after termination of participation in program.

State Employees Injury Compensation Trust Fund Files

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency

Records documenting agency provision of training and professional development

Disposition: Temporary Record. Retain 3 years.

### **Managing Properties, Facilities, and Resources:**

Semiannual Inventory Lists

Disposition: Retain in office (Code of Alabama 1975, Section 36-16-8[1]).

Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the items were removed from inventory.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Motor Pool Vehicle Use Records

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership. Most agencies will not have these records.

## **Approval of Records Disposition Authority**

By signing this agreement the Department of Labor acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Department of Labor will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the department, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, submitting an annual report on records management activities to the State Records Commission in October of each year, and ensuring the regular implementation of the department's approved RDA.
- Permanent records in the Department of Labor custody will be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis--for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The department should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the department chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- The Department of Labor agrees to allow the staff of the State Records Commission or the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the department and to inspect records destruction documentation. Government Records Division archivists are available to train the department staff in RDA implementation and otherwise assist the department in implementing its records management program.

This records disposition authority is hereby adopted.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
James Barnhart, Commissioner  
Department of Labor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Edwin C. Bridges, Chairman  
State Records Commission